

## Getting Started with ePM

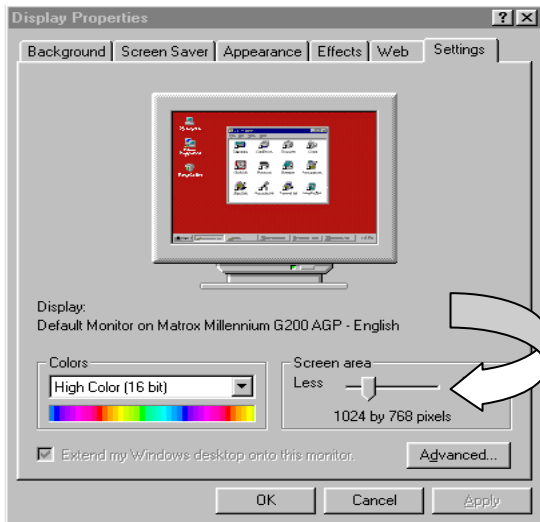
### Preparing Your Computer for ePM

#### Monitor Settings

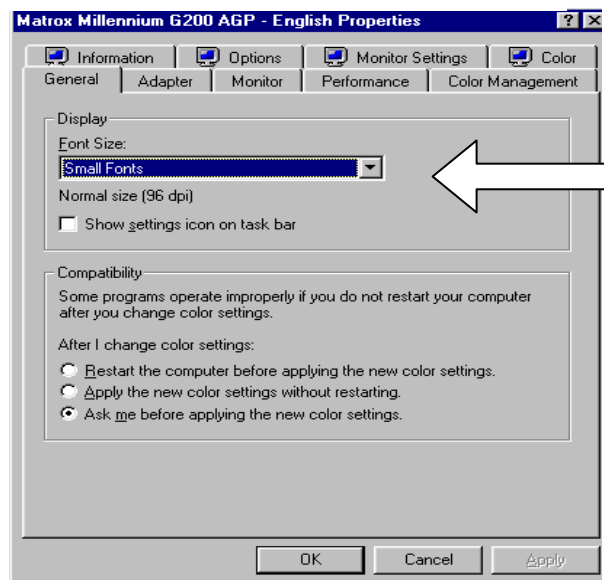
ePM was designed with the industry standard resolution of **1024x768**. If your monitor is set to a lower resolution, you will have to scroll to see the entire screen.

To change your monitor setting:

- Click on the monitor icon on the taskbar at the bottom right of the screen or right click on the desktop.
- On the menu that appears, choose Display Properties.
- When the Display Properties dialog box appears, use your mouse to move the arrow under “Screen Area” until **1024 x 768** is displayed.



- Click [Advanced], and choose the General tab.
- Be sure that “Small Fonts” is selected.



#### Web Browser Settings

ePM works with most recent versions of Internet Explorer and Netscape. Users of new versions of Mozilla Firefox also use ePM successfully. **However, we are currently unable to support the use of Windows Vista with ePM.**

To set up your Web browser to use ePM, follow these instructions:

#### Pop-Up Blockers in Windows XP

Some users of Windows XP experience difficulty due to the built-in pop-up blocker in Internet Explorer. If your ePM screen appears briefly and then disappears, or does not appear at all, try the following:

To check which version of Windows you are running, including the service pack level, on the Windows Desktop right-click on My Computer. Select Properties. The Windows version is displayed.

If you have Windows XP, follow the steps below:

1) Open Internet Explorer. On the menu, go to **Tools | Pop-up Blocker | Pop-up Blocker Settings** (an alternate method is Tools | Internet Options | Privacy | Pop-up Blocker | Settings.)

2) In the box under "Address of Web site to allow:" enter these URLs:

**\*.udot.utah.gov**

**\*.utah.gov**

Click "Add".

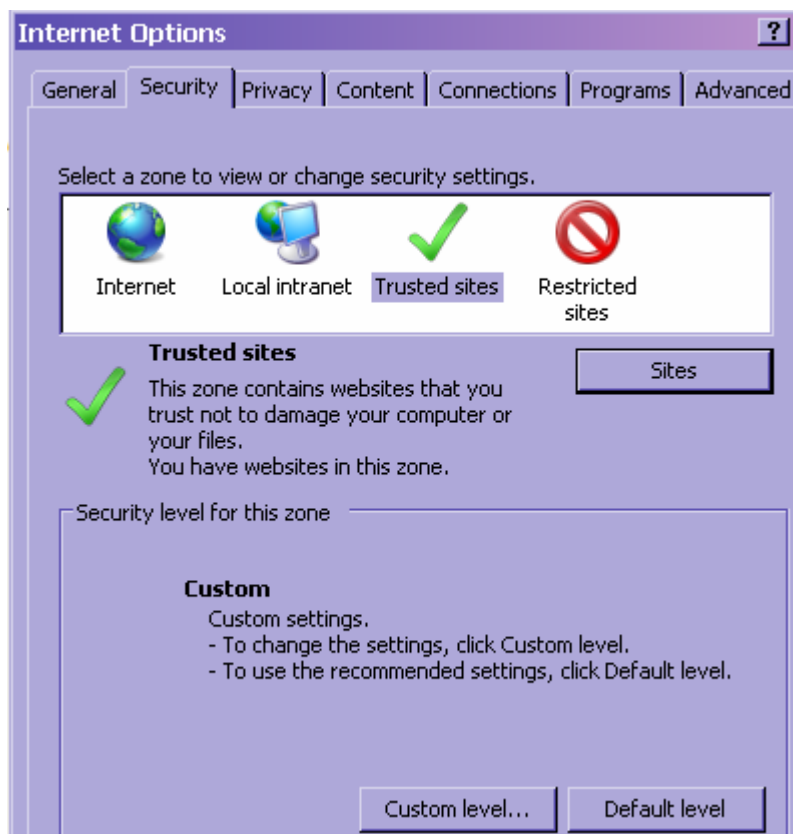
3) When finished, go to **Tools/Internet Options**. Click the **Security** tab.

4) On the Security tab, click **Custom Level**. When the Security Settings dialog opens, change the following settings (see illustrations below):

- Under **“ActiveX controls and plug-ins”** locate **“Automatic prompting for ActiveX controls”** and click **Enable**.
- Scroll down.
- Under **“Downloads”** locate **“Automatic prompting for file downloads”** and click **Enable**

5) Still on the Security tab, Click the **Trusted Sites** icon.

- Click the Sites button.
- Enter the following URLs in the Trusted Sites list:  
**https://\*.dot.utah.gov**  
**https://.dot.utah.gov**  
**https://app.udot.utah.gov**
- Click OK to commit the changes and close the dialogue.



**Other pop-up blockers found in downloadable bars (Google, MSN, Yahoo!, etc.) can also cause difficulty. These blockers must be disabled or the toolbars uninstalled before ePM can operate.**

### Logging Onto ePM

Point your browser to <http://www.udot.utah.gov/go/epm>

**The link to the ePM Logon screen is found in the words "ePM Log On"**

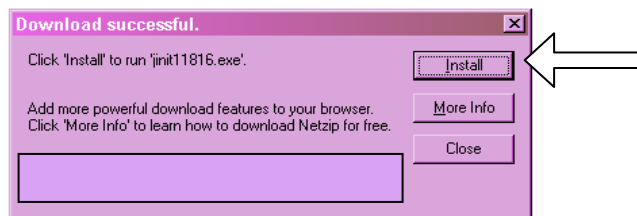
#### JInitiator

JInitiator is a Java plugin, a program that enables ePM to run with the Web browser. When a user first accesses ePM, ePM looks for JInitiator on the user's computer and will install it automatically if it doesn't find it.

You will need approximately 20 MB of free disk space to install JInitiator. You will see a dialog box asking if you wish to install and run JInitiator. Click OK or Next to continue installation.

If you wish, change the directory in which JInitiator will be saved. Click [Save] to download JInitiator.

When the download is complete, click [Install].  
Let the program install itself. Remember that the files are large and it may take a few minutes.



## Logging On

When the installation is complete, the ePM log on page is displayed. Use your user ID and the temporary password given to you by the ePM Team to log on.

The “User Profile Information” page opens. This is where you change your password. Type in your temporary password in the “Old Password” box, then TAB down and enter a new password twice. Click the [Save Security] button. You should receive a message “Password successfully changed.”

In the “Profile” area of the screen, please update your phone number and e-mail address. This will enable you to receive communications from those involved in UDOT projects and from ePM’s interactive scheduling features. Click the [Save Profile] button.

A screenshot of a web browser window displaying the 'User Profile Information' page. The page has a title bar with 'Edit', 'Help', 'Window', and 'Exit Screen' buttons. The main content area is divided into two sections: 'Profile' and 'Change Password'. The 'Profile' section contains fields for 'User ID' (filled with 'DRETF'), 'Name' (filled with 'FANNING, ELAINE S'), 'Mgmt. Unit' (filled with 'UDOT PMIS PROJ UNIT'), 'Low Org' (filled with 'PMIS PROJ MGR UNIT'), 'Work Phone' (filled with '801-957-8537'), 'Home Phone', 'Work Fax', 'Home Fax', 'Cell Phone', 'E-mail' (filled with 'efanning@utah.gov'), and 'Web Address'. There is a 'Save Profile' button at the bottom of this section. The 'Change Password' section contains fields for 'Enter Old Password', 'Enter New Password', 'Confirm New Password', and 'Password Expires Date', with a 'Save Security' button at the bottom. The Oracle logo is visible in the top right corner.

Click the [Return to ePM] button to return to the main entry screen. The menu buttons at the right of the screen become active. You are now ready to use ePM.

If you have any questions or comments, please contact:  
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